



TRANSFER/PROMOTIONAL OPPORTUNITY
for
WATER DISTRIBUTION OPERATIONS MANAGER
(Milwaukee Water Works - Department of Public Works)

THE PURPOSE: The Water Distribution Operations Manager manages the Water Distribution feeder mains 20"-60" program, including water shutoff plans, repair projects, capitol improvement projects, and the large valve repair maintenance and exercise program. The person in this position is also responsible for the following: managing Water Distribution supervisors as well as shop, Control Center, and investigation staff; overseeing operations of the Distribution facilities, including office, shops, garage, yard, and other common areas; and coordinating Distribution inventory needs with inventory managers.

ESSENTIAL FUNCTIONS:

Program Management:

Coordinate with the Water Distribution Manager, Water Engineering, Water System Operators in Charge, and Infrastructure Construction Section staff for the repair and maintenance of the feeder main 20"-60" system, valves, and appurtenances.

- Determine effects of feeder main outages on the distribution system; develop main shutoff protocol for valves, air vents, and intersecting mains; and identify pressure districts, determine duration of outage, and confirm coordination and start date.
- Identify feeder mains in need of joint rehabilitation, and coordinate program with Water Engineering.
- Manage, coordinate, and document field operations to operate large valves and conduct main cutting, pressure tests, and Chlorination for feeder main projects.
- Manage large valve exercise, maintenance, and replacement program.
- Manage the hydrant repairs from the top program: provide employee training in hydrant repair methods, and maintain adequate supply of materials, parts, and tools for all existing hydrant makes and models in the system. Ensure that information about Hydrants Out of Service is communicated to the Fire Department.
- Schedule 2" and larger branch installations. Coordinate tools, equipment, and materials to conduct branch installation in coordination with contractors, and ensure compliance with Milwaukee Water Works permit requirements.

Personnel Supervision:

Provide direct supervision of Water Distribution Construction Managers, Water Distribution Utility Investigators, Water Distribution Laborers, and shop personnel.

- Assess workload and assignments.
- Ensure coverage for rotating shifts daily through scheduling and rescheduling.
- Monitor, implement, and enforce work rules and policies
- Coordinate annual vacation selections for Distribution field employees.
- Participate in entry level hiring, interviewing, and candidate selection for promotional opportunities.
- Coordinate orientation and training programs for employees.

Inventory, Vehicles, and Equipment Coordination:

Coordinate with Infrastructure and Inventory managers to ensure that adequate inventory levels are maintained to meet the workload needs of Distribution field activities.

- Communicate information regarding upcoming projects and the materials needed.
- Research new materials, tools, equipment, and vehicles to enhance Distribution operations.
- Provide annual budget requests for additional and replacement vehicles and equipment to the Water Distribution Manager for review.

Water District Operations Manager

Customer Services and Special Projects:

- Respond to requests for information from customers and public officials in a timely manner.
- Research special projects as assigned by the Water Distribution Manager.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

REQUIREMENTS:

1. Bachelor of Science Degree in engineering, water technology, chemistry, or a related field from an accredited college or university,

-AND-

2. Six years of progressively responsible experience in the supervision of water distribution system repair, maintenance, and construction or in water engineering design.

NOTE: Equivalent combinations of training and experience may be considered. For example, either of these may be substituted for the Bachelor's Degree requirement: 1) an Associate Degree in Engineering Technology plus two years of experience in water distribution system repair, maintenance, or construction, OR 2) four years of experience in water distribution system repair, maintenance, or construction.

3. State of Wisconsin DNR Waterworks Operator Class 1-Subclass D Distribution System Certification within six months of appointment and throughout employment.
4. Current status and at least three months of experience as a regularly appointed City of Milwaukee employee.
5. Valid Wisconsin driver's license at time of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

- Knowledge of Milwaukee Water Works or similar construction practices, specifications, equipment, and materials.
- Ability to read and interpret plans.
- Knowledge of safe work practices.
- Knowledge of federal and state regulations pertaining to water distribution systems.
- Ability to plan and carry out short and long-term projects and coordinate multiple projects at the same time.
- Knowledge of business principles such as budgeting and inventory management.
- Ability to direct staff work activities, handle personnel issues, evaluate employee performance, and select and train staff.
- Ability to work cooperatively with contractors, other managers and supervisors, elected officials, and the general public.
- Effective oral and written communication skills, including the ability to prepare reports.

THE CURRENT SALARY RANGE (10) IS: \$64,805 to \$90,728 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCESS:

Complete the required application, and return it to the attention of **Dave Goldapp, Water Distribution Manager**, at **Milwaukee Water Works, Municipal Building 841 N Broadway St, Room 409** (if you have the availability of a document scanner, you may email the completed application to dgolda@milwaukee.gov) by **August 25, 2008**. Receipt of applications may be discontinued anytime after this date.